

MINUTES OF THE MEETING OF THE
NORTON-JUXTA-KEMPSEY PARISH COUNCIL HELD ON
THE 29TH APRIL 2015 AT NORTON PARISH HALL, LITTLEWORTH

There were no public question time discussions.

- 1. Apologies for Absence:** K. Fincher, Mrs. D. Hewison, P. Richmond, M. Reeves. These apologies were accepted and approved.
Attending: H. Turvey (Chair), A. Bennett, C. Dawson, Mrs. C. McGovern, Miss A. Poole, Mrs. J. Greenway (Clerk/ Responsible Finance Officer).
- 2. Changes to Membership**
Election/appointment procedures were outlined and the uncontested election result was noted. Cllrs Dawson, Fincher, Richmond, Turvey and Mrs Way-Vautier will be re-elected and Miss Poole elected as a Parish Councillor. As a result, there are 3 positions available for co-option and nominations will be sought in line with procedures.
- 3. Declarations of Interest**
 - a) Cllr. Turvey reminded members of requirements.
 - b) and c) None. Existing dispensations were noted.
 - d) None.
- 4. Minutes of the Parish Council Meeting held on 26th March 2015**
Approved as proposed by Cllr. Dawson, seconded by Cllr. Mrs McGovern and agreed by all.
- 5. 2015/99 Reports**
 - a) Cllr. R.C. Adams (District & County Councillor)**
Cllr. Adams was unable to attend.

b) Finance
 - (i) The current account balance was £21,809.06 on 8th April with the deposit account balance at £15,743.98 on 1st April. The Clerk provided an update on outstanding cheques (i.e. final Eibe invoice of £13,177.69 gross), cheques not yet presented and resulting cash balances. There is currently no s.137 expenditure for 2015/16.
 - (ii) Monthly accounts and bank reconciliation are not available due to preparation of the year end accounts.
 - (iii) The Clerk provided an update on the audit process including account preparation, internal audit, advertising of the audit, Annual Return completion and the external audit.
 - c) West Mercia Police**
 - (i) In the absence of PCSO Julie Pardoe or PCSO Steven Tinkler, the Clerk will circulate the report provided for the Annual Parish Meeting. An improvement in parking on the grass verge near to the Hatfield Lane/Church Lane junction was noted. The Clerk will write to Mr. Kite to express the Council's appreciation.
 - (ii) As Cllr. Bennett is stepping down at the election, continuing and new Parish Councillors were asked to consider becoming the Parish Council PACT representative.
- 6. 2015/100 Parish Council Bank Mandate**
Cllr. Fincher will replace Cllr. Bennett as a Parish Council bank account signatory. After Miss Poole has taken office as a Parish Councillor, she will replace Cllr. Mrs McGovern as a Parish Council bank account signatory. Proposed by Cllr. Turvey, seconded by Cllr. Dawson and agreed by all. The Clerk will arrange.

7. 2015/101 Current Planning Applications

a) Cllr. Turvey summarised the following current applications.

Approvals

47 Mandalay Drive, Norton First floor extension to side of dwelling house.
Ref: W/15/00261/PP

Woodhall, Pershore Road Alterations and conversion of existing buildings to form 4 dwellings.
Ref: W/14/01515

Refusals - None

Awaiting Decision

Land to the south of the City of Worcester, Bath Road. Malvern Hills DC Ref: W/13/00656/OUT Welbeck Land Outline planning application, including approval of access (appearance, landscape, layout and scale reserved) for a mixed-use development with local centre to the south of Worcester.

Land north of Taylors Lane, South of and part north of A4440 Broomhall Way, Worcs. MHDC Ref: W/13/01617 St. Modwen Developments Outline application with all matters reserved except for access, for a mixed use development comprising residential development up to 255 dwellings, employment (B1) (b and c), B2 and/or B8, access, footpath, cycleways and highway infrastructure, pedestrian/cycle bridge over A4440, public open space, landscaping and associated development and drainage.

Land adjacent to Lobelia Close, Cranesbill Drive, Broomhall Green & the A4440 Broomhall Way. Worcester City Ref: P13A0617. St. Modwen Developments Erection of pedestrian/cycle bridge over A4440 Broomhall Way to facilitate access to a mixed use development comprising of up to 255 dwellings and employment (B1) (b and c), B2 and/or B8, on land between Taylors Lane and the A4440 Broomhall Way.

Middle Battenhall Farm Worcester City Ref: P13B0632 Miller Homes Outline planning application for the construction for up to 200 dwellings, open space, new vehicular junction and access and associated infrastructure

Land at Broomhall Way Worcester City Ref: P14L0266 Outline planning permission for the erection of up to 103 dwellings with all matters reserved, excluding access. Parish supports subject to revision of application.

Land to the east and south of The Crucible Business Park, Norton, Worcester Ref: Worcs CC 15/000007/REG3 A full planning application for the development of a new rail station and associated infrastructure. The application comprises of new platforms on the Birmingham – Bristol railway line and one platform on the Cotswold railway line, a new station building, a public right of way footbridge over the Birmingham – Bristol railway line, car parking, flood attenuation and a new roundabout on the B4084. Parish supports in principle but with concerns.

Derwent, Hatfield Bank, Norton. Ref: W/15/00557 Loft conversion including raised roof with front and rear dormers. Single storey rear kitchen extension and front porch.

St Annes, 5 Wadborough Road, Littleworth. Ref: W/15/00842 Extend garage and extension at side of dwelling to form a utility and bedroom. Parish supports.

Internal Consultation

Eastfield, Wadborough Road, Kempsey. Ref: W/15/00769 Construction of 3no. stock lakes together with the provision of 4no. ‘glamps’ and the temporary permission of a mobile home for use of the fishery manager.

Norton Hall Nursing Home, Siting of portacabin for temporary period.
Woodbury Lane. Ref: W/15/00890

84 Mandalay Drive, Norton Single storey rear and side extension to form a family room, study and utility.
Ref: W/15/00861

Other - None

It was noted that after the newly appointed Parish Councillors take office, there will only remain 3 Parish Councillors who review planning applications. It was agreed by all for Miss Poole to join this group of councillors after taking office.

8. 2015/102 South Worcestershire Development Plan (SWDP)/South Worcester Urban Extension (SWUE) and Associated Matters

Cllr. Turvey advised that a response is awaited from the Planning Inspector and confirmed that the Parish Council's responses to recent SWDP consultations, including that relating to Traveller sites, have been submitted.

9. 2015/103 Land adjacent to St. Peters Garden Centre

The Clerk provided an update on outstanding remedial works. The developer has advised that contractors should be on site to attend to remedial matters (other than the bus shelters) in the next couple of weeks. Queries have been raised with the developer relating to the site/location plan for the 2 new bus shelters and a response will be chased. Once satisfactory clarification has been received, the plan will be submitted to Highways for approval. It was agreed for the Clerk to seek a firm date for completion of the remedial work, with concern expressed regarding the effectiveness of seeding in the event of further delays. Taylor Wimpey has been chased for reimbursement of its share of the 2014 verge grass cutting costs and in the absence of responses about the 2015 verge maintenance, the developers have been advised that the Parish Council will continue with the same maintenance and reimbursement arrangement unless advised to the contrary by 30th April (no response has yet been received).

10. 2015/104 Worcester Parkway Station

Cllr. Turvey confirmed that comments have been submitted to Worcs CC as agreed, with a copy to Cllr. Adams and Wychavon Planning. Wychavon DC will be considering its response to the application at its Planning Committee meeting on 30th April (a representative from the Parish Council is not available to attend).

11. 2015/105 EnviroSort

Cllr. Bennett will contact Parish Councillors to seek their availability to visit EnviroSort during the first 2 weeks of June and will then arrange a visit(s).

12. 2015/106 Severn Trent Water (STW) Sewerage Scheme and Associated Matters

The Clerk advised that STW is being chased about planting of whips in the hedge on the allotments opposite the Hall. The Council's land surveyor has been instructed to provide a new Parish Hall site plan reflecting the Coppice Cottage boundary as defined by the newly installed fence. It was agreed that this plan would include the pumping station as built and also the line of the PRoW. A copy of this plan will be provided to the owners of Coppice Cottage to evidence the agreed boundary. The Clerk reported on correspondence received from Dalcour Maclaren which has also been forwarded to the Council's land agent for comment. It was agreed that any reinstatement of the site (if no longer required by STW) should include removal of all over ground equipment/items (e.g. kiosks, fencing) and that any underground cavities should be soundly in-filled, ensuring no contamination to the site, and the surface area of the pumping station tarmacked. In terms of the Parish Council being given first refusal to buy back the site, it was agreed that this should not be subject to any limitation on the period of time. The Clerk will liaise with the land agent and Parish Council solicitor.

13. 2015/107 Parish Hall/Coppice Cottage Boundary

As discussed under agenda item 12 above.

14. 2015/108 Employment Matters

- a) The Clerk advised that the groundsman and litter picker is providing a positive impact to the Parish.
- b) Pensions auto-enrolment process – to review further at the May Parish Council meeting and to consider a dispensation for Miss Poole to assist.
- c) As proposed by Cllr. Dawson, seconded by Cllr. Bennett and agreed by all, 39.75 extra hours worked by the Clerk during 2014/15 will be carried forward into 2015/16 as ‘banked hours’. The Clerk confirmed that timesheets have been provided to Cllr. Turvey and Cllr. Fincher.
- d) As proposed by Cllr. Dawson, seconded by Cllr. Bennett and agreed by all, 9.25 hours holiday not used by the Clerk during 2014/15 will be carried forward into 2015/16.

15. 2015/109 VAT Procedures

The Clerk reported that the HMRC clearance for exemption to register for VAT has been submitted to HMRC following review by the NALC financial advisor. The waiver/dispensation submitted to HMRC regarding expenses and benefits in kind payments has been approved by HMRC and a copy has been submitted to Wychavon DC Payroll. The Clerk will complete the 2014/15 VAT reclaim form, to reclaim the VAT paid on the playground/MUGA project, following completion of a partial exemption calculation based on the accounts for the year ended 31st March 2015.

16. 2015/110 Parish Hall Recreation Facilities

Cllr. Dawson and the Clerk provided an update on the play area and MUGA remedial work, additional items to be added to the area (e.g. self closing gate mechanisms and signs), the official opening and payment of the final invoice. It was agreed to complete the eibe sign off documentation with this being subject to the remedial work being completed. The final invoice will be paid once the remedial work has been satisfactorily completed; at which time the final portion of the Wychavon Community Grant will be claimed. It was agreed to request the additional 3 line markings in the MUGA as the expectation was for these to be included based on the picture provided by eibe for the newsletter. Eibe will review the play area safety surfacing where grass appears to be growing through the new surface. Eibe are obtaining quotes from Lappset for replacement nets for the Semele climber and also from a bespoke netting manufacturer for cost comparison purposes.

Whilst feedback about the new facilities has been generally very positive, feedback highlighting concerns was considered. It was agreed to respond to highlight the consultations undertaken when planning the play area, that the standard equipment has been provided by a specialist play provider and that this caters for a range of ages and abilities. The area was subject to an independent safety check prior to opening. It was agreed not to install benches in the play area as this would impact upon the free flow/safety zones around the equipment. It was also agreed not to include waste bins as one is available by the play area gate.

The official opening was a success, with very positive feedback received about the pupils from school. The opening was covered in the Worcester News. Signage (play area safety and commemorative plaque) was considered and Cllr. Dawson agreed to progress with quotes. The Clerk will contact the Council’s insurance company for advice relating to the need to include wording that the area is ‘used at your own risk’ and about Parish Council responsibilities. It was agreed for the Groundsman to install self closing mechanisms to the gates and the Clerk will clarify whether these will also prevent the gates opening both ways. It was also agreed for the Groundsman, working with the Grounds Contractor as necessary, to review the area around the MUGA/tennis court fencing and to remove undergrowth, brambles, shrubs and branches to provide a gap around the fencing. It was agreed for larger shrubs/trees to be removed only where pruning would result in them becoming unstable. The Clerk will advise the Groundsman. Proposed by Cllr. Bennett, seconded by Cllr. Dawson and agreed by all.

17. 2015/111 Parish Hall Car Park/Playing Fields/Outside Space

The Clerk will enquire whether the Grounds Contractor has any suggestions to improve playing field drainage. It was agreed for an existing Hall user to use part of the playing field for bookings for fitness/sport activities at short notice, providing advance agreement is sought from the Clerk and for this to be invoiced as necessary by the Hall Manager as part of the hirer's regular Hall bookings.

18. 2015/112 Parish Hall

As landlord representative and Parish Hall Trustee, Cllr. Dawson provided an update summarised as follows. The additional cladding work is now complete and there is sufficient cladding to provide a screen/fencing around the oil tank. The Parish Hall AGM will be held on 6th May. Mr Lucas will be stepping down as a Trustee and additional Trustees are being sought. Following the cladding work, the surplus has been significantly reduced; future projects are being considered along with funding opportunities. The Hall remains well booked.

19. 2015/113 Pre-School

Cllr. Dawson provided an update on the Parish Hall electricity bill situation summarised as follows. Due to estimated reading being used by Scottish Power for a period of time, a bill has been received for c. £6,000. Actual Parish Hall meter readings are now being taken and submitted to Scottish Power. Over the last few months, actual readings have been taken from the Parish Hall meter and the Pre-school meter to try to better understand overall costs and the split of Parish Hall/Pre-school usage. Under the terms of the Pre-school lease, as tenant, it is required to pay a fair proportion of the costs of supply of water and electricity used. This had been previously agreed at £60 per month between the Parish Hall and Pre-school, but is being reviewed in light of the current situation, with monthly readings now being taken. Pre-school has advised that there has been no change in its heating method. It was suggested that in future perhaps an arrangement can be put in place whereby Pre-school pays for its electricity usage on a monthly basis, with the cost calculated on actual monthly meter readings. The Parish Hall/Pre-school is investigating installation of a separate independent meter for Pre-school. It was noted that any trench or cables laid across the car park to achieve this, would need to take into account the location of the mains sewer pipes to ensure these are not damaged. Scottish Power has been contacted in an effort to reduce the bill, but without success to date; this will be pursued further by the Trustees. A further report will be made at the May Parish Council meeting.

20. 2015/115 Annual Parish Meeting – 5th May

The Clerk confirmed that the agenda has been circulated/displayed and that the information booklet has been printed. Road side signs advertising the event have also been displayed. It was agreed for Cllr. Turvey to provide a presentation including Parish Council roles, our Parish Council activities and achievements in the past 12 months.

21. 2015/114 Parish Council Newsletter

It was agreed for the existing printer to become the key contact for newsletter advertising. A volunteer was sought to take receive the newsletters once printed and to distribute these, with any fliers, to the deliverers. Cllr. Mrs McGovern agreed to provide a list detailing the newsletter work that she undertakes, to ensure all activities are covered in future. The printer will also act as 'editor' checking that all requested content has been included correctly. Articles for the summer newsletter are required by 18th May at the latest.

22. 2015/115 New Website

Miss Poole advised that the Parish Hall side continues to develop and photos of the newly clad Parish Hall will be added. The Clerk will provide a link to the Worcs CC Parish Council website, a list of forthcoming meeting dates and play area photos to Miss Poole. Photos of the Parish were welcomed for inclusion.

23. 2015/116 Allotments

Cllr. Mrs McGovern/the Clerk advised that they have met with the new groundsman to arrange plot

splitting, preparation, re-letting and repair/replacement of the damaged pedestrian gate. The water leak has been repaired and the Clerk will complete the leakage claim for submission to Severn Trent Water. The Clerk advised Worcester Scientific Services have visited the site/garages/sheds to carry out the asbestos survey and their report is awaited. Cllr. Bennett will update the tenant of the affected plot.

24. 2015/117 Wadborough Road Garages

As detailed above under allotments.

25. 2015/118 Public Rights of Way (PRoW)

The Clerk advised that the resident of 1 Jubilee Row is providing a copy of the boundary plan in their deeds and following receipt of this it was agreed for representatives of the Council to meet the residents to discuss hedge/tree maintenance work along the public right of way. The Grounds Contractor will be undertaking the first cut of the PRoWs and Cllr. Turvey will advise the Clerk when this is due.

26. 2015/119 Worcester Norton Sports Club (WNSC)

No further news.

27. 2015/120 Croquet Club

No further news.

28. 2015/121 Community Games Event (21st June) and Fun Run (12th or 19th July)

The Norton Community Trust is progressing with the medals as previously agreed. Volunteers were sought to represent the Parish Council at the Community Games event. The Clerk will liaise with Cllr. Adams and Wychavon DC regarding sharing their stand.

29. 2015/122 Highways Matters

New village signs: In hand via the WW1 Group.

Traffic calming: It is understood that Welbeck Land has agreed that some traffic calming measures are necessary as part of the SWDP SWUE. Efforts continue to be made to obtain explanation of traffic survey results data from Worcs CC officers.

30. 2015/123 World War I Centenary

The Clerk provided a brief update on the WW1 Group activities from Mr Hodgkins. The Clerk advised that the Norton Barracks/Worcestershire Regiment booklet has now been finalised and provided an update from Mr Lucas, who has taken a lead role this project. A funding contribution is no longer being sought from the project group, with the books to instead be sold to members of the public.

31. 2015/124 Photo Archive

Cllr. Bennett agreed to continue to progress. It was agreed by all for Cllr. Bennett to purchase a hard drive for storage of the photo digital images, at a cost of up to £80. Cllr. Mrs McGovern offered to assist Cllr. Bennett with the photo archiving.

32. 2015/125 Finance

a) It was proposed by Cllr. Bennett, seconded by Cllr. Mrs McGovern **and all were in agreement** that the accounts detailed below be approved for payment/confirmation.

Accounts for Confirmation:

Creditor	Detail	Amount £
Norton Parish Hall	Donation towards Hall cladding cost (agreed at 26 March 2015 PC meeting)	1,462.00
	TOTAL	1,462.00

Accounts for Payment:

Creditor	Detail	Amount £
Wychavon DC	Payroll administration charge for 2014/15 (29 payslips at £2.50)	72.50
Shear Perfection Ltd	2 visits to mow of Norton Verges @ £170 each + VAT	408.00
Worcestershire CALC	Annual membership fee £666.33 plus VAT	778.85
Mrs J. Greenway	Honorarium April 2015 (Gross)	1,067.48
D. Fletcher	March/April – Groundsman duties (£281.17) and litter picking (£61.55) (Gross)	342.72
R. Webster	Winner of Newsletter number puzzle	10.00
G. Neu	Runner up Newsletter number puzzle	5.00
Shear Perfection Ltd	Mowing of Norton Verges (£170) plus first cut of FP20 (£60) plus VAT	408.00
Shear Perfection Ltd	3 x Churchyard mowing £88.50 plus VAT	318.60
Mrs J. Greenway	Expenses April 2015 (less mileage and computer allowance paid via payroll)	106.38
	TOTAL	3,517.53
	GRAND TOTAL	4,979.53

b) Renewal of the CALC membership at a cost of £778.85 was proposed by Cllr. Dawson, agreed by Cllr. Mrs McGovern and agreed by all.

c) Renewal of the CPRE annual membership at a cost of up to £40 was proposed by Cllr. Bennett, seconded by Cllr. Dawson and agreed by all.

d) Renewal of the NALC Local Council Review subscription at a cost of £17 was proposed by Cllr. Dawson, seconded by Cllr. Mrs McGovern and agreed by all.

e) Renewal of the Community First subscription at a cost of up to £40 was proposed by Cllr. Dawson, seconded by Cllr. Mrs McGovern and agreed by all.

33. 2015/126 Correspondence for Information

See Appendix 1 for a list of correspondence received.

34. 2015/127 Clerk's Report on Urgent Decisions since the Last Meeting

As discussed during the meeting.

35. 2015/128 Items for Update to Local M.P.

Nothing to report and the General Election on 7th May was noted.

36. 2015/129 Councillors' Reports and Items for Future Agenda

Items for May Parish Council agenda:

- Wychavon DC consultation relating to its draft Street Trading Policy.

37. 2015/130 Dates of Next Meetings

Annual Parish Meeting: Tuesday 5th May 2015

Annual Parish Council Meeting: Thursday 21st May 2015

The meeting closed at 9.50pm.

<u>Correspondence Received for 29th April 2015 Parish Council Meeting</u>	
Sender	Subject
CALC	Updates on various matters and training, including after the election procedures/ training, WCC 11 th Parish Conference, PCC update, 'Why don't we' youth project, end of year accounts and audit processes, elections, Transparency Code, VE Day 70 th anniversary, Healthwatch Board meeting, Growing Worcestershire, Wychavon Lengthsman, 3 Counties Orchards, 800 th anniversary of the Magna Carta, funding opportunities, news from NALC, dates for the diary/training, vacancies (to Parish Councillors). Minutes of last Wychavon Area meeting and invitation to CALC AGM on 3 rd June 2015 (to Parish Councillors)
Community Exchange	Neighbourhood Planning: planning for a sustainable future
Continental Landscapes Ltd	Introduction and offer of services
CPRE	Countryside Voice magazine spring 2015
HMRC	Approval of expenses and benefits in kind dispensation
Kompan	Play equipment brochure
Mr Day	Lack of allotments water supply
Mrs Brighton	Appreciation for the new play area
Mrs Collins	2015 Wychavon Parish Games
Ms Stevens	Feedback relating to new Parish Hall play area
Ms Teakle	Enquiry about Littleworth flooding
Open Spaces Society	'Lost commons' appeal
Police & Crime Commissioner	West Mercia PCC Weekly Newsletter - New Resource For Rural Crime
Rural Services Network	Rural News Digests, Rural Opportunities Bulletin, Rural Vulnerability Service
St. Peter's Parish Council	April Parish Council newsletter
SWDP	Electronic publication of Strategic Housing Land Availability Assessment (SHLAA)
The Pensions Regulator	Auto-enrolment, staging date (1 June 2016) and nominated contact
West Mercia Police	New advice service from CAB in Eckington, new PACT members needed, new website
Worcs CC Highways	<ul style="list-style-type: none"> • Road works reports • 2015 surface dressing programme • New contact Parish Lengthsman scheme • Southern link road closure (6 nights from 26 April 8pm – 6am)
Worcs CC Planning	Approval notice for EnviroSort planning application 14/000050/CM
Wychavon DC	<ul style="list-style-type: none"> • Register of Interest Forms • Notices of uncontested elections for NJK Parish Council and election of a District Councillor for Norton and Whittington • Strong Communities event and New Homes Bonus – 9th June 6-8.15pm • Wychavon Together e-news April 2015 • Consultation on Draft Street Trading Policy
Wychavon DC Planning	<ul style="list-style-type: none"> • Agenda for Planning Committee meeting 2 April 2015 Approval notices: <ul style="list-style-type: none"> • W/15/00261/PP: 47 Mandalay Drive, Norton – first floor extension to side of dwellinghouse
Zurich Municipal Insurance	Safety and Risk Management Seminars